



**APPLICATION**  
**CERTIFICATE OF APPROPRIATENESS-OR-DESIGN**  
**APPROVAL-OR-EXEMPTION**

Please hand carry or mail to:  
Boston City Hall, Room 805  
Boston, MA 02201

***DO NOT RETURN THIS FORM BY FAX OR EMAIL***  
***FAXED APPLICATIONS WILL BE REJECTED***

**For Office Use Only**

APPLICATION NO.: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

FILING FEE: \_\_\_\_\_

I. ADDRESS \_\_\_\_\_  
NAME (BUSINESS OR PROPERTY) \_\_\_\_\_

II. APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
(include city or town)  
ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
(include city or town)  
ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ARCHITECT \_\_\_\_\_ PHONE \_\_\_\_\_  
(include city or town)  
ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
(include city or town)  
ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

III. DESCRIPTION OF PROPOSED WORK: briefly summarize the scope of work. Additional pages may be attached, if necessary, to provide more detailed information. **A brief outline of the proposed work must be given in the space provided below, or the application will be rejected.** This description provides the basis for the official notice and subsequent decision, and it must clearly represent the entirety of the project.

IV. SIGNATURES (both required) Unsigned or partially signed forms will be rejected.

Applicant: \_\_\_\_\_ Owner\*/Landlord: \_\_\_\_\_

**\*(If building is a condominium or cooperative, the chairman must sign.)**

## DOCUMENTATION REQUIREMENTS FOR APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS/APPROVAL

The architectural district commissions review a wide variety of projects, from changes in paint color to new construction. The following lists are intended as a guide to determining the appropriate information to include with your application, depending on the type of project you propose. The commission or its staff may ask for additional information not indicated below. **Only one set of documentation needs to be submitted with your application: this becomes part of the public record and will be retained in the commission's files.** Documentation should answer the following questions clearly and completely: *What specifically is being proposed? How, specifically, will the work be performed? Where on the building specifically will the work be performed? What will the building look like when the proposed work is finished?*

### GENERAL INFORMATION

**ALL DOCUMENTATION (PHOTOS AND DRAWINGS) MUST BE LABELED WITH THE PROPERTY ADDRESS AND DATED.** Drawings should be in a format which fit or can be folded into an 8½ by 11-inch file. The commission cannot store drawings or photographs mounted on presentation boards. If you wish to use presentation boards for the public hearing, an unmounted and unbound set of drawings and photos must be provided for the file. **Due to limited storage space, applications containing very large, mounted and/or bound materials will be returned.**

**INTERIOR FLOOR PLANS** are generally not required except in cases of an interior landmark designation. Be aware that some interior changes may affect the exterior of a building (e.g. elevators, changes in floor levels, fireplaces, mechanical systems, fire egress window signs, exhaust/air vents, etc.) and those exterior impacts may be subject to commission review; consult the staff.

**REVISIONS** to projects between the filing deadline and the hearing date are not uncommon. If further design details have developed, please bring a set of revised drawings with you to the hearing for the commission's files. Additions to the scope of work, however, may not be discussed by the commission unless they have been included in the notice of public hearing.

### SPECIFIC DOCUMENTATION REQUIREMENTS

**CURRENT PHOTOGRAPHS ARE REQUIRED FOR ALL APPLICATIONS** including ordinary maintenance and repair projects, as a record of existing conditions. At a minimum, a photo of the building facade in its entirety must be submitted; photos of rear or side elevations, roofs, individual details, and neighboring buildings may also be required if they will affect these areas. If the subject property is a site or landscape, context and close-up photos will be required. 35mm or black & white prints (3x5-inches or larger) are requested. High-quality printouts of digital photographs may also be used. **POLAROIDS & XEROXED PHOTOGRAPHS ARE NOT ACCEPTABLE.** Color photocopies of slides and printouts of digital photos may be acceptable, provided the image is clearly reproduced. **Applications without photographs will be returned.**

**REPAIRS AND MAINTENANCE:** Photographs to document existing conditions; written scope of work, specifications (methods, materials, colors, etc.) are all required. For cleaning, the methods and materials are required in addition. For masonry repair: same documentation as noted above plus methods, materials, and paint samples. Test patches on site may be required for all maintenance items.

**REPLACEMENT:** Photographs to document existing conditions; drawings or specifications for both existing and replacement elements comparing existing to proposed conditions to ensure consistency; material or color samples. For replacement windows, drawings should indicate head, jamb, sill, rail, stile, and muntin dimensions (in section and elevation).

**MINOR MODIFICATIONS:** Photographs to document existing conditions; sketches or shop drawings (drawn to scale and including all dimensions, materials, colors, method of attachment, etc.), manufacturer's literature or specifications sketches or elevation drawings showing the proposal in context with the building or site.

**DESIGN CHANGES AND MAJOR ALTERATIONS TO FACADES, REAR OR SIDE ELEVATIONS:**

Photography to document existing conditions; full elevations drawings showing both existing and proposed conditions (drawings to be annotated, labeled, dated and drawn to scale); detail drawings of specific elements; manufacturers literature; material and color samples. For basement excavations, fences, gated, parking courts, paving, new stoops/stairs and other site alterations: same documentation as stated above plus full section drawings. For new fire egress required by building department (Inspectional Services Dept.): same documentation as stated above plus certification from ISD that work is required. For any increase in height, square footage, enclosed space, legal use or occupancy: same documentation stated above plus written certification of zoning status.

**SIGNAGE:** Photograph of entire building facade and close-up photo of subject storefront; drawing of sign indicating where it will be positioned on building (to scale detail drawing of sign dimensions, materials, methods of attachment; lighting, colors, and lettering sizes.

**ALTERATIONS TO ROOFS:** (including decks, additions, mechanical equipment, etc.): Required documentation as stated above under "Design Changes" plus photos of existing rooftop conditions; existing and proposed roof plan; full sightlines section drawings; full elevation drawings showing context of subject and neighboring buildings; block plan. For mechanical equipment: documentation as above plus manufacturer's literature. For volumetric additions: block plans should indicate existing additions on the block. For decks, headhouses, or additions, a mock-up of the proposed height and volume on site will likely be required by the commission to determine visibility before approval. To save time, the mock-up can be done before the hearing (photographed on the roof and from the ground, front and rear) and inspected and verified by staff.

**MAJOR CONSTRUCTION:** Complete photographic documentation of the site; full construction drawings as detailed as possible, including context of abutting buildings, site and block plans. Advisory (informal) review of preliminary drawings may be advisable before filing an application or proceeding with design development. Early consultation with staff is also strongly encouraged.

**DEMOLITION:** Complete photographic documentation of the structure (interior and exterior), report on historic and architectural significance of the building; engineer's report documenting condition of the building; economic impacts of demolition vs. rehabilitation; site and block plans; certification from building department that demolition is required for public safety; proposal for new construction on site.

For more information, contact the Environment Department at (617-635-3850) or at Boston City Hall,  
Room 805, Boston, MA 02201

Revised 03/03

## **FEES FOR APPLICATIONS TO ARCHITECTURAL COMMISSIONS**

(As authorized under City of Boston Code, Title 14, Section 450)  
Effective 1 March 2004

**NOTE:** All fees must be paid by check or money order to the "City of Boston" and presented at the time the application is made.

**\$25.00** *Minor modifications* to the exterior architectural features of a building, including painting, cleaning of masonry, interior window signs, masonry repointing, new window shutters, planting boxes and parterres, paving surfaces, intercom and security devices, storm windows, lanterns and lighting, residential window grates, screens, benches and plaques.

**\$50.00**     ***Design changes*** to the façade of a building, including changes to or installation of doors, windows, fire balconies, exterior signs, roof decks and handrails, fences and masonry walls, lowered window sills, changes to siding or roofing materials, skylights, solar panels, large antennae, ramps, new chimneys and flues, residential vents, heat pumps and non-portable air-conditioning units, major masonry repair (including resurfacing of stoops and brownstone façades).

**\$100.00**     ***Major alterations*** to the exterior design or form of the building, including replacement front stoops, roof headhouses and new penthouses, new storefronts, yard excavations, commercial exhaust vents, new or raised dormers, new windows and door openings, new terraces, demolition and increases to floor area.

**\$250.00**     ***Major construction*** including new buildings, infill structures, or major development projects.

In cases where the cost of new construction or major exterior changes exceed five hundred thousand dollars (\$500,000), the fee shall be one-half (1/2) of one percent (1%) of the fair cost of the work, provided, however, that in no case shall the fee be more than five thousand dollars (\$5,000).

In cases of Certificates of Design Approval for work on a designated interior space not requiring a building permit from the Inspectional Services Department, the fee shall be ten dollars (\$10.00), and in all other cases the fee shall be twenty five dollars (\$25.00).

In cases of economic hardship, or of demolition or removal of unsafe or unsightly architectural features, the commission or their designees may waive or reduce the fee.

## **INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS/DESIGN APPROVAL/EXEMPTION**

**ZONING ISSUES:** All outstanding zoning issues must be resolved prior to submitting an application for commission review. Written confirmation of zoning status from either the Inspectional Services Department or the Zoning Board of Appeal must be provided with the application if the scope of work involves changes in square footage, height, enclosed space, legal use of occupancy; or rooftop construction (South End and St. Botolph Area only). ISD can tell you whether zoning variances will be required (617-635-5312) for your project.

**OTHER REVIEWS:** In addition to architectural or Landmarks commission review, other government agencies may have review authority over your proposed project. These agencies may include: the Inspectional Services Department (617-635-5300), the Boston Redevelopment Authority (617-722-4300), the Public Works Department (617-635-4900), the Parks and Recreation Department (617-635-4505), the Art Commission (617-635-3245), and the Mass Architectural Access Board (617-727-0660), among others. **It is your responsibility to ensure that all required approvals are obtained.**

**FILING DEADLINES AND HEARING DATES:** Each district commission meets once a month in a public hearing to review applications; the Boston Landmarks Commission meets twice a month. **To be scheduled for a specific public hearing, your application and all accompanying documentation must be received by the commission by 5:00 p.m. on the filing deadline date.** Applications may be filed in person, by messenger, or by mail addressed to the commission at Boston City Hall, Room 805, Boston, MA 02201. The commission staff can provide an annual schedule of filing deadlines and hearing dates. Incomplete applications will be returned for further information.

**CONSULTATION WITH COMMISSION STAFF:** The commission staff is available to discuss proposed projects, district standards and criteria or guidelines, and documentation requirements. Consultation is strongly encouraged, especially for the first-time applicants. Please contact the commission staff at 617-635-3850 if you have questions or would like to make an appointment.

### **THE APPLICATION FORM**

Please fill out the application form as completely as possible. Lack of information will cause delays in the design-review process.

**DISTRICT:** Fill in the name of the architectural district in which the property is located: Back Bay, Bay State Road (Back Bay West) Area, Bay Village, Beacon Hill, Eustis Street, Mission Hill Triangle, St. Botolph Area, South End. (If your application relates to an individual landmark not located in an architectural district, leave this space blank.)

**PART I:** (a \* denotes required information)

**\*ADDRESS:** Provide the legal property address (street number and street name).

**WARD:** Provide the ward number.

**NAME (BUSINESS OR PROPERTY):** If the application involves a commercial property (e.g. a retail store or restaurant), provide the name of the business. If the property itself has a historic or common name (e.g. Allen House), provide that name. *If neither applies, leave this space blank.*

### **PART II:**

Please remember to provide the complete mailing address, including city and zip code! You will not be able to receive notices of public hearings and commission decisions unless this information is provided.

**\*APPLICANT:** Provide name of contact person, organization (if applicable), daytime telephone number (including area code if outside 617 area), and complete mailing address. Anyone can act as an applicant: a property owner or its representative (such as a property manager or attorney), a tenant, an architect, a contractor, etc.

**\*PROPERTY OWNER:** Provide the name of the legal property owner (and contact person if applicable), daytime telephone number (include area code if outside 617 area), and complete mailing address. "Property owner" is the owner of the entire building or site, not the owner of a business or unit inside the building.

**ARCHITECT:** If an architect or other design professional is involved with the project, provide the name, telephone number and complete mailing address.

**CONTRACTOR:** If a contractor has been chosen, provide the name, telephone number, and complete mailing address. If not, leave this space blank.

### **PART III:**

**\*WRITTEN DESCRIPTION OF PROPOSED WORK:** Proposed a concise, complete written-statement describing the entire scope of work: (e.g.: "Replace all windows sash with true divided lights, painted black."). An itemized list of work items is strongly recommended. Additional pages may be attached if necessary. **You must provide at least a brief description of the scope of work on the form provided. Forms with only "see attached" will be returned.**

All applications must be accompanied by information which clearly illustrates the scope of the work and its impact on the building: photographs, drawings, specifications, samples, etc. Documentation will be retained by the commission as part of the public record; **if you wish to mount photographs and drawings on boards for presentation purposes, a separate unmounted copy must be provided for the file**, otherwise only one set of documentation needs be submitted. As the amount of documentation varies with the scope of work, see the "Documentation Required" section on the back side of the application or consult the commission staff regarding your specific project. Incomplete applications will cause delays in the design review process and may be returned for addition information. You are not required to hire an architect, but professional design advise is strongly recommended, especially for projects involving construction or design changes.

### **PART IV:**

**\*SIGNATURES (BOTH REQUIRED):** Both the applicant and the legal property owner must sign the application form. **Applications with missing signatures will be returned.** In cases of multiple ownership, the chair of the condominium or cooperative association or authorized representative (such as a property manager) shall sign; in cases of institutional ownership, an authorized representative of the organization shall sign. The signature of the property owner represents consent to the work being proposed. Misrepresentation of owner consent shall invalidate any Certificate of Appropriateness or Design Approval.

## ***ARCHITECTURAL COMMISSION FILING DEADLINES & HEARING DATES – 2004***

Design review hearings for the architectural districts and individual landmarks are held once a month. All public hearings are held in City Hall. Complete applications must be filed by 5:00 P.M. on the deadline date in order to be placed on the agenda for the following public hearing. Incomplete applications will not be accepted. Owing to public notice requirements established by statute, **NO EXTENSIONS ARE PERMITTED.** Contact the Environment Department, Boston City Hall, Room 805 at (617) 635-3850 for further information.

<b>COMMISSION</b>	<b>FILING DEADLINE</b>	<b>HEARING DATE</b>
<b>BACK BAY</b> Meets 2 <sup>nd</sup> Wednesday 4:00 P.M. Boston City Hall Room 900	<b>*Monday, 29 December 2003</b> Wednesday, 28 January Wednesday, 25 February Wednesday, 31 March Wednesday, 28 April Wednesday, 26 May Wednesday, 30 June Wednesday, 28 July Wednesday, 25 August Wednesday, 29 September Wednesday, 27 October <b>*Monday, 22 November</b> Wednesday, 29 December	Wednesday, 14 January 2004 Wednesday, 11 February Wednesday, 10 March Wednesday, 14 April Wednesday, 12 May Wednesday, 9 June Wednesday, 14 July Wednesday, 11 August Wednesday, 8 September Wednesday, 13 October Wednesday, 10 November Wednesday, 8 December Wednesday, 12 January 2005
<b>BAY VILLAGE</b> Meets 2 <sup>nd</sup> Tuesday 4:00 P.M. Boston City Hall Room 805	<b>*Monday, 29 December 2003</b> Tuesday, 27 January Tuesday, 24 February Tuesday, 30 March Tuesday, 27 April Tuesday, 25 May Tuesday, 29 June Tuesday, 27 July Tuesday, 31 August Tuesday, 28 September Tuesday, 26 October Tuesday, 30 November Tuesday, 28 December	Tuesday, 13 January 2004 Tuesday, 10 February Tuesday, 9 March Tuesday, 13 April Tuesday, 11 May Tuesday, 9 June Tuesday, 13 July Tuesday, 10 August Tuesday, 14 September Tuesday, 12 October Tuesday, 9 November Tuesday, 14 December Tuesday, 11 January 2005
<b>BAY STATE ROAD/ BACK BAY WEST</b> Meets 2 <sup>nd</sup> Tuesday 5:00 P.M. Boston City Hall Room 805	Tuesday, 13 January 2004 Tuesday, 10 February Tuesday, 9 March Tuesday, 13 April Tuesday, 11 May Tuesday, 8 June Tuesday, 13 July Tuesday, 10 August Tuesday, 14 September Tuesday, 12 October Tuesday, 9 November Tuesday, 23 November <b>*Tuesday, 30 November</b>	Tuesday, 27 January 2004 Tuesday, 24 February Tuesday, 23 March Tuesday, 27 April Tuesday, 25 May Tuesday, 22 June Tuesday, 27 July Tuesday, 24 August Tuesday, 28 September Tuesday, 26 October Tuesday, 23 November <b>*Tuesday, 14 December</b>
<b>INDIVIDUAL LANDMARKS</b> BLC Design Review Meets 4 <sup>th</sup> Tuesday 4:00 P.M. Boston City Hall Room 900		

*\* Denotes a change from regular filing or hearing date to accommodate public and religious holidays.*

*# Denotes a second hearing date if necessary.*

## ARCHITECTURAL COMMISSION FILING DEADLINES & HEARING DATES – 2004

Design review hearings for the architectural districts and individual landmarks are held once a month. All public hearings are held in City Hall. Complete applications must be filed by 5:00 P.M. on the deadline date in order to be placed on the agenda for the following public hearing. Incomplete applications will not be accepted. Owing to public notice requirements established by statute, NO EXTENSIONS ARE PERMITTED. Contact the Environment Department, Boston City Hall, Room 805 at (617) 635-3850 for further information.

COMMISSION	FILING DEADLINE	HEARING DATE
<b>SOUTH END</b> Meets 1 <sup>st</sup> Tuesday 5:00 P.M. Boston City Hall Room 801	<b>*Monday, 22 December 2003</b> Tuesday, 20 January Tuesday, 17 February Tuesday, 23 March  Tuesday, 20 April  Tuesday, 18 May  Tuesday, 22 June  Tuesday, 20 July  Tuesday, 24 August  Tuesday, 21 September  Tuesday, 19 October <b>*Wednesday, 17 November</b> <b>*Monday, 20 December</b>	Tuesday, 6 January 2004 Tuesday, 3 February Tuesday, 2 March <b>*Wednesday, 7 April</b> #Thursday, 8 April Tuesday, 4 May #Thursday, 6 May Tuesday, 1 June #Thursday, 3 June Tuesday, 6 July #Thursday, 8 July Tuesday, 3 August #Thursday, 5 August Tuesday, 7 September #Thursday, 9 September Tuesday, 5 October #Thursday, 7 October <b>*Wednesday, 3 November</b> Tuesday, 7 December <b>*Tuesday, 4 January 2005</b>
<b>ST. BOTOLPH</b> Meets 2 <sup>nd</sup> Tuesday 4:00 P.M. Boston City Hall Room 805	Tuesday, 6 January 2004 Tuesday, 3 February Tuesday, 2 March Tuesday, 6 April Tuesday, 4 May Tuesday, 1 June Tuesday, 6 July Tuesday, 3 August Tuesday, 7 September Tuesday, 5 October Tuesday, 2 November Tuesday, 7 December	Tuesday, 20 January 2004 Tuesday, 17 February Tuesday, 16 March Tuesday, 20 April Tuesday, 18 May Tuesday, 15 June Tuesday, 20 July Tuesday, 17 August Tuesday, 21 September Tuesday, 19 October Tuesday, 16 November Tuesday, 21 December
<b>MISSION HILL TRIANGLE</b> Meets 2 <sup>nd</sup> Tuesday 5:30 P.M. Boston City Hall Room 805	Tuesday, 3 August Tuesday, 7 September Tuesday, 5 October Tuesday, 2 November Tuesday, 7 December	Tuesday, 17 August Tuesday, 21 September Tuesday, 19 October Tuesday, 16 November Tuesday, 21 December
<b>BEACON HILL</b> Meets 3 <sup>rd</sup> Thursday 4:00 P.M. Boston City Hall Room 801	<b>*Tuesday, 30 December 2003</b> Wednesday, 4 February Wednesday, 3 March Wednesday, 31 March Wednesday, 5 May <b>*Wednesday, 9 June</b> Wednesday, 30 June Wednesday, 4 August <b>*Wednesday, 1 September</b> Wednesday, 6 October Wednesday, 3 November Wednesday, 1 December	Thursday, 15 January 2004 Thursday, 19 February Thursday, 18 March Thursday, 15 April Thursday, 20 May <b>*Thursday, 24 June</b> Thursday, 15 July Thursday, 19 August <b>*Thursday, 23 September</b> Thursday, 21 October Thursday, 18 November Thursday, 16 December

*\* Denotes a change from regular filing or hearing date to accommodate public and religious holidays.*

*# Denotes a second hearing date if necessary*